



TENTATIVE PARCEL MAP SUBMITTAL CHECKLIST E-16

Development Services

Engineering Department

1635 Faraday Avenue

760-602-2750

www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ Project Name _____

DWG No. _____ Project Engineer _____

- Fee schedules and forms are located on the City of Carlsbad's web site at www.carlsbadca.gov/engineering/index.html. Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.
- All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.
- All city correspondence will be directed to the applicant as listed on the city's application form.

- _____ 1. This submittal checklist
- _____ 2. Transmittal listing all items being submitted
- _____ 3. Completed and signed city engineering plancheck application form
- _____ 4. Signed Hazardous Waste and Substances Statement
(located within Land Use Review Application on Planning Department section of city web site)
- _____ 5. One 8 ½" x 11" reduced copy of tentative parcel map/condominium site plan
- _____ 6. Ten copies of tentative parcel map/condominium site plan prepared on 24" X 36" sheet(s) and folded to 9" X 12". (see attached information to be shown on tentative parcel map)
- _____ 7. Environmental Information Form (see Planning Department section of city web site)
(Fee not required with initial submittal. Fee to be determined after review of form and project.)
- _____ 8. a.) List of property owners within 300-foot radius of the project and two sets of address labels
b.) For condominium conversions, in addition to items 8a and 8c, list of tenants of the project and two sets of address labels
c.) Signed Equalized Assessment Roll Statement (attached)
(see Early Public Notice Submittal Package on Planning Department section of city web site for label formatting information)
- _____ 9. 300-foot radius map on 11" X 17" paper
- _____ 10. Three copies of Preliminary Title Report issued within six months of application
- _____ 11. Storm Water Standards Questionnaire (see engineering checklists on city web site)
- _____ 12. *For projects defined as a priority project per the Storm Water Standards Questionnaire, two sets of Storm Water Management Plan (SWMP)
- _____ 13. For projects located in the Leucadia Wastewater District, Olivenhain Municipal Water District, or the Vallecitos Water District, proof of availability of sewer and water



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- _____ 14. For residential projects, school district letter confirming availability of school facilities
- _____ 15. For projects requiring concurrent processing of planning application(s) or an environmental review, signed Waiver of Processing Time Limits (attached)
- _____ 16. For projects with property constraints as defined by Section 21.53.230 of the Carlsbad Municipal Code, two copies of 24" X 36" constraints map at the same scale as other exhibits (e.g., tentative parcel map, site plan) folded to 9" x 12" (see Application Requirements form on Planning Department section of city web site for content requirements)
- _____ 17. *For projects larger than one acre, two copies of a Preliminary Hydrology Study including map and calculations to demonstrate capacity/sizing of proposed and existing storm drain infrastructure. Show before and after discharges to each included drainage basin. Depending upon the complexity of the project, a Preliminary Hydrology Study may be required for any project
- _____ 18. *For projects with an average daily traffic (ADT) generation rate greater than 500 vehicles per day, two copies of Traffic Impact Analysis. Depending upon the complexity of the project, a Traffic Impact Analysis may be required for any project
- _____ 19. *For projects with cut or fill depths exceeding five feet, two copies of preliminary soils/geologic report. Depending upon the site conditions, a preliminary soils/geologic report may be required on any project
- _____ 20. For condominium conversions, a signed Tenant Notification Statement. (attached)
- _____ 21. For projects requesting a waiver of the parcel map per Section 20.24.150 of the Carlsbad Municipal Code, a signed letter from applicant stating request for parcel map waiver and listing reasons project qualifies for waiver
- _____ 22. Postage fee (Fee = postage x total number of labels)
- _____ 23. Tentative parcel map fee
- _____ 24. **OTHER:** _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



INFORMATION TO BE SHOWN ON TENTATIVE PARCEL MAPS E-16

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All joint application exhibits (e.g., Tentative Parcel Map, Planned Developments, Site Development Plans, Special Use Permits) should be prepared at the same scale using a scale no smaller than 1" = 40'. All plans should be fully dimensioned (setbacks, height, road widths, parking spaces, planters, yards, etc.).

1. GENERAL INFORMATION TO BE SHOWN ON PLAN

- ☐ a. Name, address, and telephone number of the following:
 - ☐ 1. Owner whose property is proposed to be subdivided
 - ☐ 2. Subdivider
 - ☐ 3. Registered civil engineer, licensed surveyor, landscape architect or land planner who prepared maps
- ☐ b. North arrow and scale
- ☐ c. Vicinity map showing major cross streets
- ☐ d. Date of preparation/revisions
- ☐ e. Project name
- ☐ f. Legal description
- ☐ g. Tentative Parcel Map number (MS __) in upper right corner (City to provide number at time of application)
- ☐ h. A summary table of the following:
 - ☐ 1. Assessors parcel number(s) of project and street address, if any
 - ☐ 2. Total gross site acreage
 - ☐ 3. Existing/Proposed Zone and General Plan Land Use Designation
 - ☐ 4. Classification of lots as to intended use: residential, commercial, industrial, or other uses
 - ☐ 5. Total number of lots proposed. Maximum number of air-space units to be constructed when a condominium or community apartment project is involved.
 - ☐ 6. Proposed density in dwelling units per acre
 - ☐ 7. Total building coverage
 - ☐ 8. Average daily traffic generated by the project, broken down by separate uses
 - ☐ 9. Name of sewer and water agency providing service to the project
 - ☐ 10. Name of school district(s) providing service to the project
 - ☐ 11. Proposed water demands (GPM or GPD) and sewer generation (EDU) resulting from project
 - ☐ 12. Proposed drainage discharge (CFS) and master drainage basin

2. SITE INFORMATION

a. General

- ☐ 1. Approximate location of existing and proposed buildings and permanent structures onsite and within 100 feet of site boundary. Show distance between buildings and/or structures.
- ☐ 2. Assessors parcel numbers and addresses of adjacent properties
- ☐ 3. Location of all major vegetation showing size (diameter of trunk) and type. Show existing trees within subdivision and adjacent street frontage. Call out trees to be removed and those to be protected.
- ☐ 4. Location of railroads
- ☐ 5. Record bearings, distances, and curve data of exterior boundary of subdivision
- ☐ 6. Proposed lot lines and approximate dimensions and number of each parcel



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- ☐ 7. Area (gross and net) for each proposed parcel
- ☐ 8. Dimensions for the required front, rear, and side yard setbacks for all structures
- ☐ 9. Top and bottom elevations of existing and proposed retaining walls indicating exposed heights. Show these elevations at each end of retaining wall and at critical locations.
- ☐ 10. Type and height of all existing and proposed fences and free-standing walls
- ☐ 11. Site details for all recreation lots or areas, when applicable
- ☐ 12. Location and dimensions of all necessary access ways and pathways as required for compliance with Title 24 – State Accessibility Requirements

b. Grading and Drainage

- ☐ 1. Limits of grading, including limits of remedial grading, if required
- ☐ 2. Approximate contours at 1' intervals for slopes less than 5%; 2' intervals for slopes between 5% and 10%; and 5' intervals for slopes over 10% (both existing and proposed). Existing and proposed topographic contours and structures within a 100-foot perimeter of the boundaries of the sites. If no such grading is proposed, add statement to that effect on map.
- ☐ 3. Earthwork volumes in cubic yards: cut, fill, remedial, import, and export
- ☐ 4. Pad elevations and corner spot elevations
- ☐ 5. Lot drainage
- ☐ 6. Location, width, and/or size of all watercourses and drainage facilities within and adjacent to proposed subdivision. Include location and approximate size of all proposed detention/retention basins.
- ☐ 7. Clearly show and label the 100-year flood line for the before and after conditions
- ☐ 8. All post-development best management practices (BMPs) for reducing and/or treating storm water discharge

c. Streets and Utilities

- ☐ 1. Location and width of existing and proposed streets within and adjacent to the proposed subdivision. Show street grades, centerline radii, medians, and adjacent driveway locations. Provide separate profile for all proposed streets with grades in excess of 7%.
- ☐ 2. Typical street cross-sections for all streets adjacent to and within the project
- ☐ 3. Width and location of all existing and/or proposed public or private easements
- ☐ 4. Existing public street and utility improvements
- ☐ 5. Proposed improvements for public and private streets, driveways, and parking areas
- ☐ 6. Proposed improvements for public and private utilities (potable water, sanitary sewer, storm drain, recycled water). Show type of material, size, and alignment of facilities.
- ☐ 7. Distance between all existing and proposed intersections and medium and high use driveways
- ☐ 8. Parking stall and aisle dimensions and truck turning radii for all parking areas
- ☐ 9. Access points to adjacent undeveloped lands
- ☐ 10. All existing and proposed street lights and utilities (major gas and fuel lines, major electric and telephone facilities) within and adjacent to the project
- ☐ 11. Location of all fire hydrants within 300 feet of site



**TENTATIVE PARCEL MAP TENANT
NOTIFICATION STATEMENT
(Statement of Compliance with
Subdivision Map Act Sect. 66427.1)
E-16**

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Proposed Minor Subdivision No.: _____

I hereby certify that I have read Subdivision Map Act Section 66427.1 (provided below) and that I will make all notifications to the tenants required therein.

Signer is (check one):

☐ Property Owner ☐ Applicant

Signature Print Name Date

Signer is (check one):

☐ Property Owner ☐ Applicant

Signature Print Name Date

Subdivision Map Act Section 66427.1

(a) The legislative body shall not approve a final map for a subdivision to be created from the conversion of residential real property into a condominium project, a community apartment project, or a stock cooperative project, unless it finds as follows:

(1) Each tenant of the proposed condominium, community apartment project, or stock cooperative project, and each person applying for the rental of a unit in the residential real property, has received or will have received all applicable notices and rights now or hereafter required by this chapter or Chapter 3 (commencing with Section 66451).

(2) Each of the tenants of the proposed condominium, community apartment project, or stock cooperative project has received or will receive each of the following notices:

(A) Written notification, pursuant to Section 66452.9, of intention to convert, provided at least 60 days prior to the filing of a tentative map pursuant to Section 66452.

(B) Ten days' written notification that an application for a public report will be, or has been, submitted to the Department of Real Estate, that the period for each tenant's right to purchase begins with the issuance of the final public report, and that the report will be available on request.

(C) Written notification that the subdivider has received the public report from the Department of Real Estate. This notice shall be provided within five days after the date that the subdivider receives the public report from the Department of Real Estate.

(D) Written notification within 10 days after approval of a final map for the proposed conversion.

(E) One hundred eighty days' written notice of intention to convert, provided prior to termination of tenancy due to the conversion or proposed conversion pursuant to Section 66452.11, but not before the local authority has approved a tentative map for the conversion. The notice given pursuant to this paragraph shall not alter or abridge the rights or obligations of the parties in performance of their covenants, including, but not limited to, the provision of services, payment of rent, or the obligations imposed by Sections 1941, 1941.1, and 1941.2 of the Civil Code.

(F) Notice of an exclusive right to contract for the purchase of his or her respective unit upon the same terms and conditions that the unit will be initially offered to the general public or terms more favorable to the tenant. The exclusive right to purchase shall commence on the date the subdivision public report is issued, as provided in Section 11018.2 of the Business and Professions Code, and shall run for a period of not less than 90 days, unless the tenant gives prior written notice of his or her intention not to exercise the right.

(b) The written notices to tenants required by subparagraphs (A) and (B) of paragraph (2) of subdivision (a) shall be deemed satisfied if those notices comply with the legal requirements for service by mail.

(c) This section shall not diminish, limit or expand, other than as provided in this section, the authority of any city, county, or city and county to approve or disapprove condominium projects.

(d) If a rental agreement was negotiated in Spanish, Chinese, Tagalog, Vietnamese, or Korean, all required written notices regarding the conversion of residential real property into a condominium project, a community apartment project, or a stock cooperative project shall be issued in that language



TENTATIVE PARCEL MAP WAIVER OF PROCESSING TIME LIMITS E-16

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Proposed Minor Subdivision No.: _____

Subdivision Map Act (SMA) Section 66452.1 sets a 50-day time limit for the Engineering Department to process tentative parcel maps. Per SMA Section 66451.1, this time limit may be extended by mutual consent of the applicant and the city to allow for concurrent processing of related approvals or an environmental review of the project.

By accepting applications for tentative parcel maps concurrently with applications for other approvals that are prerequisites to the map (e.g., Environmental Information Form, Environmental Impact Report, Condominium Permit, Planned Unit Development), the 50-day time limit is often exceeded. For the city to process a tentative parcel map application concurrently, the property owner or applicant must sign this agreement. If this agreement is not signed, the city will accept the tentative parcel map application only after all prerequisites to the map have been processed and approved.

The undersigned acknowledges the processing time required by the city is expected to exceed the 50-day time restriction and hereby waives such time restriction for city engineer action.

Signer is (check one):

☐ Property Owner ☐ Applicant

Signature Print Name Date

Signer is (check one):

☐ Property Owner ☐ Applicant

Signature Print Name Date



**TENTATIVE PARCEL MAP
EQUALIZED ASSESSMENT
ROLL STATEMENT
E-16**

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Proposed Minor Subdivision No.: _____

I hereby certify that the property owners list and labels submitted to the City of Carlsbad for the above-referenced, proposed minor subdivision represent the latest available information from the equalized assessment roll.

Signature _____	Print Name _____	Title _____	Date _____
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Signer's contact information:

Company Name: _____

Address: _____

Telephone number: _____

Email address: _____